



College of Veterinarians of British Columbia

TERMS OF REFERENCE

Practice Facility Accreditation Committee

Type	Other Committee (established by Bylaw)
Legal Authority	<i>Veterinarians Act</i> s. 3(2) (b), (c) and (d), ss. 3.9 to 3.22 and s. 10(1) and s. 1.38 of the Bylaws
Date Established	September 16, 2010
ToR Approved /Amended	March 3, 2023
Policy Intent	Compliance with ss. 3, 49 and 76 of the Act and s. 1.50, Part 3 ss. 3.9 to 3.22 and Schedule D (Accreditation Standards) of the Bylaws
Duties and Authorities	<ul style="list-style-type: none">a) to accredit or reaccredit practice facilities in accordance with Part 3 of the bylaws;b) to administer, monitor and enforce accreditation standards approved by the council, including new standards or changes to existing standards;c) to grant, remove or limit the accreditation of a practice facility in accordance with Part 3 of the bylaws, the accreditation standards and any approved policies and procedures;d) to prepare policies and procedures for approval by the council for the effective administration of the practice facility inspection and accreditation sections of Part 3 of the bylaws;e) to report to the registrar on the function and performance of practice facility inspectors;f) to undertake any other function or project as may be directed by the council that is not inconsistent with the above.
Establishment of Panel	Pursuant to bylaw s. 1.46, the Practice Facility Accreditation Committee has authorized a panel of at least 3 of its members to consider requests for provisional approval to operate a facility, pursuant to s. 3.12 and 3.16 of the Bylaws. The Committee will establish the procedures for panel activities in policy, and will delegate duties and powers (to be established by committee motion) according to s. 1.46(3).
Attendance and Communication	Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12-month period may result in dismissal

Policies and Procedures	Developed by Committee and Approved by Council as needed to define and clarify how the Committee will achieve the expectations established in the Act and bylaws
Virtual Meeting Participation	Committee members should where possible ensure that video and audio are working when logging into a virtual meeting. When participating in virtual meetings, committee members are asked to keep video on whenever possible. If this is not possible, committee members are asked to establish an agreed-to process with the committee chair such that during the voting and decision-making process the chair can accurately count votes and ensure all committee members have the opportunity to speak when desired in the process of making committee decisions.
Self-Assessment Process	Committee Members will participate in an annual self-assessment process
Members Appointed by	Council (Bylaws 1.43(1)(b))
Chair Appointed by	Council, in consideration of the committee's recommendation (Bylaws 1.43(1)(c))
Number of Members	Minimum of 3, maximum of 10 (Bylaws 1.50)
Member Composition	Minimum of 3 registrants and at least 1 public member where practicable (Bylaws 1.50)
Length of Member Term	3 years
Number of Re-appointments	In accordance with s. 1.43 (5) and (6)
Committee Reports to	Registrar or directly to Council as per the bylaws
Reporting Schedule	An annual report and reporting at least once every 3 months in a form directed by Council
Performance Review Process	Annually by Registrar, reported to Council
Membership Review Process	Annually by Registrar, reported to Council
Honoraria Policy	CVBC Council and Committee Honoraria Policy applies